

6 September 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:

[redacted]

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Assistant Director of Training for
Curriculum

SUBJECT: Outstanding Items

1. Some components have not submitted the following items:

-List of new courses under development for
FY 86.

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-Names of two individuals to work with
[redacted] on surveys. [redacted] will
run a three-day seminar on how to conduct
surveys for the named individuals.)

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-5-year unit goals.

2. Please remember that no agenda items will be accepted
which relate to new courses for approval or which call for
quarterly review unless they are submitted in time for the
consulting group to review and make recommendations. This
translates into about three weeks before the scheduled meetings.

3. The next Curriculum Committee meeting is scheduled for
18 September at 1000 hours in the DTE Conference Room. Please
submit your items next week. Tentatively scheduled are the
following items:

- Review of component budgets
- Categorization of courses
- Approval of CBT priority list
- Approval of Media Production priority list
- Training Trainers

[redacted]

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